



# ENVIRONMENTAL PROTECTION AGENCY

## Recommendation for Incentive Award (Two Page)

### Instructions:

- Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
- For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
- Complete this two page form for all Individual Cash Awards, On-the-Spot Awards and Time-Off Awards for records:  
Not under your security in FPPS;  
Amount of award is \$5000 or greater; or  
FY cumulative amount is \$5000 or greater
- Provide a copy of the completed form to the employee when the electronic award has processed.

Employee Name: Helen T. Smith Employee ID #: (b) (6)  
Position Title (optional): PYS Building Manager PP-Series-Grade(optional): \_\_\_\_\_  
Organization (optional): \_\_\_\_\_

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based)) ☐ Group Cash Award  
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award  
☐ Time Off Award

Total Amount of Award (\$): \$1,339.00 AND/OR Total Number of Hours: 0.00

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☒ Intangible Benefit

Value of Benefit: ☒ Moderate ☐ Substantial ☐ High ☐ Exceptional  
Extent of Contribution: ☐ Limited ☐ Extended ☐ Broad ☒ General

### Narrative Justification for Award:

The Office of Pesticides Program would like to recognize Helen Smith, OARM/FMSD, for her continued support to OPP particularly as the program prepares to move from PYS to the Federal Triangle. She has helped the move coordinators decommission unused cubicle space on the 4th floor while simultaneously accommodating seating as new hires come on board. Her creativity and collaborative efforts have made these challenging transitions achievable. And she does it all with a positive can-do attitude. All of this is in addition to the daily support she and her team provide to keep the building functional and comfortable for all OPP employees, especially during the Agency's telework posture during the COVID-19 pandemic.